



New or First Time Passport Checklist

This checklist is meant to be used as a guide or pack list only. When you place your order on Swift's website, a more detailed list of requirements will populate. It is imperative you use that detailed list as a guide. The New or First Time Passport Checklist is for those who are applying for their first passport. It also applies to applicants who are applying for their first adult passport (first time applying at age 16 or older).

CORE REQUIREMENT CHECKLIST

	<p>Proof of citizenship: Old passport, original birth certificate, or original naturalization papers. If the most recently issued passport is still valid, it must be included. Note too, that if you are applying for a passport book <i>and</i> passport card, and your current passport card is still valid, then you must submit the passport card.</p>
	<p>DS-11, must be completed online. Here is a video that walks you through how to complete the entire application if you need additional guidance. This must bear an original signature and be signed in front of a passport acceptance agent.</p>
	<p>New passport photo- must be different than the one in your current passport. See full instructions for photo guidelines.</p>
	<p>Clear photocopy of the front and back of your valid driver's license or state ID. It is important you have this physical ID on you when you visit the acceptance agent.</p>
	<p>Check made out to "The U.S. Department of State." Starter checks are not accepted. Checks with messy handwriting will be rejected. Checks made out for any amount other than the amount indicated on the required document checklist when you place your order will be rejected and will cause the service to be delayed.</p>
	<p>2 Letters of Authorization. Please print 2 of these forms, single sided. Both should bear the applicant's original signatures in black or blue ink. E-signatures are not permitted.</p>

	<p>When you place your order, a link to download the correct letters of authorization will populate. It is imperative that you use the letters of authorization in this checklist- these are updated regularly and may be different each time you use Swift.</p>
	<p>Proof of Travel. For Swift's fastest service, proof of travel must be in 17 days or less from the time we receive your paperwork. For all other services, proof of travel needs to be in 6 weeks or less. Proof of travel is most commonly a printout of a flight reservation with the applicant's name on it but can also be a detailed business letter describing the need for a passport on an urgent basis for business travel. A sample letter will be provided when you place your order on Swift's website. Handwritten letters and informal screen shots of flight reservations will not be accepted. <i>**Some acceptance agents will only serve travelers if they have proof of travel in 2 weeks or less. If you travel in more than 2 weeks, please check with the acceptance in advance to determine if your proof of travel will suffice. **</i></p>
	<p>Special Requirements for applicants aged 16 and 17: Proof that a legal parent or guardian is aware that the minor applicant is applying for a passport. The easiest way to satisfy this requirement is for one parent or guardian to appear at the passport acceptance agent with the applicant. They can co-sign on the application and provide a copy of both sides of their ID (they should have physical ID on them at the time of application). Alternately the parent can complete, sign and notarize Form DS-3053 and submit it with a photocopy of their ID.</p>

NEXT STEP- VISIT AN ACCEPTANCE AGENT

Once you have gathered the items above, make a photocopy of all of them, so you have a full set of the unsigned documents. Put the copies aside. Now take the original copies and visit a [Passport Acceptance Agent](#). Most acceptance agents require you make an appointment in advance. The acceptance agent will watch you sign your application, and have you take an oath. They take all the items from the list above and put them inside an envelope, and then put their official seal on the outside of the envelope. The acceptance agent will charge you \$35 for this service.

SHIPPING INSTRUCTIONS

- *Ship Swift your sealed envelope, and the set of photocopies that you made before you visited the acceptance agent.*
- *It is imperative that by the time your paperwork arrives to Swift, that all signed paperwork and the seal on the official envelope was dated no more than 2 business days prior. If the signature date is more than 2 business days old, Swift may require that you send in new paperwork.*

- *Please use UPS or FedEx overnight to ship Swift the sealed envelope and set of photocopies. USPS is unreliable and will frequently show that a package is delivered when it has not been delivered.*
- *Swift will send you a notification once the paperwork is received and submitted.*
- *Please place your order on Swift's website before shipping us these documents.*

SHIPPING ADDRESS

Swift Passport and Visa Services

Andre McLaurin

1 E Erie St. Ste. 525

Chicago, IL 60611

312.929.2105